

## EASTHAM PUBLIC LIBRARY

TRUSTEES MEETING, October 12, 2013

1. CALL TO ORDER: The meeting was called to order at 8:35 a.m.
2. PRESENT: Dave Payor, Norma Marcellino, Mary Shaw, Sharon Krause, Ed Harnett, Karen MacDonald, Al Alfano, Kaye Richardson, Sheila Vanderhoef
3. MINUTES: The minutes of September 14, 2013 were approved with one correction. The minutes of September 26, 2013 were approved. Sheila is in agreement with the process outlined in the minutes of the 26<sup>th</sup> concerning the involvement of the Trustees in the selection process for a new Director.
4. FINANCIAL REPORTS: The monthly financial reports are not yet available. Mary, Karen and Sharon worked on approval of bills. A quarterly bill is needed from Walter Sebastian for website work. Dave will contact him. Mary and Karen worked on the State Aid report for the Library. It has been submitted.
5. DIRECTOR'S REPORT: The door count of 4858 is inaccurate as there was a side door malfunction. Print and media circulation for September, 2013 was 6,071 and September, 2012 was 6841. There were 415 overdrive e-books downloaded. There were 32 new members and 177 new titles were purchased. Karen, Dave and Mary are in the process of reworking the Board of Library Commissioners Preservation Grant. Marianne Sinopoli is coordinating the Turnip Festival which will be held on November 23<sup>rd</sup>.
6. OLD BUSINESS: Sheila discussed hooking up the new well as the DEP needs a permitted well. She explained how the hookup will be done. Bids will be received from well companies and then approval will be needed from the Conservation Commission. The Trustees will meet with the architects on Wednesday, October 16, 2013 at 10:00 a.m. to go over the plans. The assumption at this time is that the Historical Society will be keeping the Archives. The architects will then meet with the staff at 12:30 p.m. on the 16<sup>th</sup>. The presentation by the architects to the

Selectmen is scheduled for Monday, October 21, 2013 at 5:00 p.m. at Town Hall. Costs of advertising the Director's position were discussed. The job description will be advertised in the Cape, Cod Times, CLAMS, SAILS, the MBLC website, the Beacon, the Simmons College website, and the town website. Applications will be due on December 2<sup>nd</sup>. The list of short and long term challenges for the Library and for the new Director was gone over. A set of questions to be asked during interviews was discussed.

7. NEW BUSINESS: Sheila gave the Trustees the information on the professional experience and education of the previous applicants for the Director's position. The Trustees are to review them and get to Dave with any candidates they feel should be considered in the next selection process. Mary suggested that weeded out children's books could be donated to the Children's Place. This plan needs approval by the Selectmen. They would need to declare a surplus for the books to be donated.
8. ELBFI: Al reported that ELBFI has an agreement with a new grant writer. The donor recognition policy has been revised. The website is up and running.
9. STAFF AND VOLUNTEERS: There will be a fall get together for volunteers to thank them for their support and to enlist their help in finishing up the new Volunteer manual.
10. PUBLIC COMMENT: None
11. NEXT MEETING: The next regular meeting will be Saturday, November 9, 2013 at 8:30 a.m. at the Library.
12. ADJOURN: The meeting was adjourned at 10:10 a.m.

Respectfully submitted,

Norma Marcellino

